

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
HUMAN RESOURCES DIVISION - PAYROLL ADMINISTRATION**

<b>FAQ's for 2009 W-2's</b>
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This document was created as a tool to assist you in accurately understanding the 2009 W-2. Here are some things you need to know:

- **The 2009 W-2's are the same as last year. They contain the information that an employer is required to print on W-2's. Box 14 is an area in which the employer has the option of providing additional information to its employees.**
- **You may request a duplicate copy of the original W-2. Copies are requested to duplicate lost or damaged W-2's. The information in a W-2 does not change as part of the copy process. DAS/HRD will begin accepting requests for duplicate copies on February 16, 2010. The duplicate copy of the W-2 will be mailed to the employee's home. If you need a duplicate copy of your current W-2, please see your agencies payroll officer. Please note, at this time, the state is not charging for W2 reprints.**

**1. Q – How does taxable GLI (Group Life Insurance) affect my W-2?**

**A –** Taxable GLI premiums in excess of \$50,000 is a taxable benefit to you, therefore, it is included in all taxable wages.

**2. Q – What is a W-2C and do I need one?**

**A –** The W-2C is a corrected W-2 and you only need one if your original W-2 was printed with incorrect data in boxes: 1, 2, 5, 6, 9, 10, 13, 16, 17, 18 or 19. If the original W-2 was incorrect, please see your agencies payroll officer and they can assist you in the W-2C process. After completing the W-2C process the agency payroll officer will then fax it to DAS/HRD.

**3. Q – I should have received my W-2 by now, where could it be?**

**A –** W-2's will be mailed out by February 1st. The HCM Support Unit receives all of the undeliverable W-2's. A list is compiled of the returns and then the W-2 is mailed directly to the employee's agency central payroll office. If the HCM Support Unit has not received your returned W-2 you will need to request a re-print/copy of the current form. (See bullet point 2 above)

4. **Q – Box 1 (Federal Taxable Gross Wages) on my W-2 are different from my gross earnings on my ePay statements, please explain.**

A – Box 1 (Federal Taxable Wages) is calculated as follows:

**Gross wages earned**

**Plus: Car**

**Taxable Group Life Insurance (Box 12)**

**Awards**

**Meals**

**Taxable Tuition (Box 14)**

**Moving Cost Reimbursement**

**Take charge/Live well**

**Minus: Deferred Compensation (Box 12)**

**Employee Contribution for Retirement (Box 14)**

**Employee Share for Health Insurance**

**Health Care Spending Account**

**Dependent Care Sending Account (Box 10)**

**Tax Deferred Prior Service Retirement Purchase Plan**

**Adoption (Box 12)**

**Commuter**

**CSD (cost savings day) deduction**

**Equals: Federal Taxable Gross**

**Note:** If you still see a difference, please contact your payroll officer.

5. **Q - I cannot seem to find my Health Insurance Premiums YTD – where are they?**

A - Health Insurance premiums are a pre-taxed benefit, therefore it is not included in any taxable amounts (boxes 1, 5, 16, or 18) you have already received 100% tax benefit on this amount.

6. **Q - I cannot see my correct local tax on my W-2, so how can I get this corrected?**

A - No corrections will be made for incorrect local taxes so it will be the employees' responsibility to file with their locality.

7. **Q - If I received my W-2 but the address is incorrect do I need to have it corrected?**

A - Your address does not need to be correct on your W-2 in order to file a tax return. You should, however, ensure that your address is correct in the system.

8. **Q- Why is my cost savings day (CSD) deduction not reflected on my W2**

A - The cost savings is not an earnable wage and is deducted prior to taxes.

